

JOB ANNOUNCEMENT

POSITION: Law Clerk (2 Positions)
SALARY RANGE: \$20.61 Law School Graduate
(As of July 2007) \$21.76 Bar Certified
\$22.98 Bar Certified plus one year law experience
LOCATION: 3rd District Court - Salt Lake, Summit, and Tooele Counties
TYPE OF POSITIONS: 1 Full-time with benefits
1 Full-time contingent with benefits (initially funded for one year)
CLOSING DATE: **June 12, 2007, at 5:00 PM** (postmarks not accepted)

APPLICATIONS AND RESUMES SHOULD BE DIRECTED TO:

Human Resources
450 S. State
PO Box 140241
Salt Lake City UT 84114
801-578-3890 (phone)
801-238-7814 (fax)

DUTIES: Performs professional legal research and analysis on complex legal issues for district and/or judges, including, but not limited to:

- Researching legal questions; reviewing records, trial transcripts, jury instructions, and briefs to acquire understanding of cases
- Preparing and drafting opinions, editing opinions as directed by judge; and finalizing drafts.
- Preparing bench memoranda summaries of assigned cases; compiling references on laws and decisions; reviewing current case law
- Assisting judges with other related duties as assigned

REQUIRED QUALIFICATIONS: Graduation from an ABA accredited law school with a Juris doctorate degree. Bar membership preferred; if not admitted to Bar, must successfully complete Bar requirements at next opportunity.

Must possess a working knowledge of the state court systems, Utah Law and legal terminology; skills in legal research, legal writing format and citation techniques; excellent oral and written communication skills. Ability to follow instructions, ability to establish and maintain effective working relationships with employees, judges, other agencies, and the public; ability to maintain confidential information.

APPLICATION PROCEDURE: Applications may be obtained from the Dept. of Workforce Services, the Administrative Office of the Courts, 450 South State, SLC, or from our website at www.utcourts.gov. Please mail or deliver your cover letter, resume, application, writing sample and law school transcript to the address indicated above.

The Utah State Courts is an Equal Opportunity Employer. The courts comply with all state and federal laws prohibiting discrimination, and provide reasonable accommodation to disabled individuals as required by the ADA.